Declassified in Part - Sanitized Copy Approved for Release 2013/01/30 : CIA-RDP91-00280R000100100001-1

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Reminder of Current and Upcoming Planning Requirements

FROM	EXTENSION	NO.
STAT C/IMSS/OL STAT		OL 4171 87
		DATE 23 December 1987

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. ✓ C/NBPO/OL 1J45 Headquarters				
2. STAT C/P&TS/OL				
3. ✓ STAT C/PMS/OL				
4. STAT C/SS/OL				
5. C/FMD/OL 3E14 Headquarters				
6. ✓ C/P&PD/OL 158 P&P Building				
7. ✓ STAT C/PD/OL				
8. ✓ STAT C/RECD/OL				
9. ✓ STAT C/SD/OL				
10. STAT C/B&FB/OL				
11. IMSS/OL				
12.				
13.				
14.				
15.				

OL/IMSS Officials

FORM 1-79 **610** USE PREVIOUS EDITIONS

☆ U.S. Government Printing Office: 1985—494-834/49156

Declassified in Part - Sanitized Copy Approved for Release 2013/01/30 : CIA-RDP91-00280R000100100001-1

Declassified in Part - Sanitized Copy Approved for Release 2013/01/30 : CIA-RDP91-00280R000100100001-1

23 December 1987

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel & Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

STAT FROM: [redacted]
Chief, Information & Management Support Staff, OL

SUBJECT: Reminder of Current and Upcoming Planning Requirements

REFERENCE: FY 88 OL Planning Calendar and Planning Guide

1. This is to remind you that updated milestone charts, as of the end of the 1st Quarter FY 88, for all your FY-88 Directorate- and Office-level objectives are due in IMSS by 30 December 1987. In addition, you should be prepared to brief the Director of Logistics (D/L) on all of your objectives at the first biweekly following the end of the quarter.

2. Please type at the bottom of each milestone chart a brief description of activity on the objective during the 1st Quarter FY 88, noting those that have been completed, those that are on schedule, and those that are not on schedule, with a description of problems and proposed solutions for the latter.

3. Since the next OL Quarterly will be scheduled for approximately the third week in February 1988, it is imperative that you submit to us by 11 January 1988 a synopsis of your 1st-Quarter FY 88 significant activities, listed in the order of their importance, with pertinent statistics included. This will enable us to prepare the quarterly activities update and have slides made in time for the "Dry Run."

4. As in the past, individual presentations will precede the update. The D/L wants talks on subjects that will be educational and will help logisticians to do their jobs better. So that we can recommend other interesting and timely agenda topics for the D/L's approval, please call Bob [redacted] on extension [redacted] no later than 30 December--earlier if possible--with suggested topics and speakers.

STAT
STAT
STAT

[redacted]

OL 4171 87

Declassified in Part - Sanitized Copy Approved for Release 2013/01/30 : CIA-RDP91-00280R000100100001-1

Declassified in Part - Sanitized Copy Approved for Release 2013/01/30 : CIA-RDP91-00280R000100100001-1

SUBJECT: Reminder of Current and Upcoming Planning Requirements

Distribution:
1 - Each Addressee
1 - C/B&FB/OL
1 - OL/IMSS Official
3 - OL/IMSS (w/milestone charts)
1 - OL/IMSS Chrono
1 - OL Reader

STAT OL/IMSS [redacted] (22 Dec 87)

Declassified in Part - Sanitized Copy Approved for Release 2013/01/30 : CIA-RDP91-00280R000100100001-1